

Finance & Administration Committee

There was no Finance & Administration Committee Meeting this month, as the committee members attended the Public Safety & Planning Committee Meeting.

Public Safety & Planning Committee

A meeting of the Myerstown Borough Council Public Safety and Planning Committee was held on Wednesday, September 23, 2020 at 6:30 p.m. in Council Room at the Myerstown Community Center. Council Vice President Park W. Haverstick, II being in the Chair and the Secretary being present.

Present were: Committee Chair Park W. Haverstick, II, Committee Member Ronald L. Ream, Dana Reich, Mayor Gloria R. Ebling, Assistant Manager Barry A. Ludwig, and Administrative Assistant Jennifer Blatt.

Also present was Finance Committee Members Stacey A. Hackman, Dane W. Bicher and Jeffrey L. Thomas, Treasurer Gale Edwards, and Manager Michael R. McKenna.

The Chair opened the meeting at 6:31 p.m.

Ronald L. Ream moved, and Park W. Haverstick, II seconded, to dispense with the reading of and approve the minutes of the previous month's meeting on August 26, 2020. Motion unanimously carried.

There were no visitor-guest(s) present.

Park W. Haverstick, II opened the floor for public comments. There were no public comments.

Presentation:

Marty Sowers and Keith Heigel of Light-Heigel & Associates were present to discuss property maintenance enforcement. Currently, the Borough does a complaint-based approach, but Council has discussed taking a more pro-active approach. Park W. Haverstick, II asked if patrolling is a better option. Marty Sowers stated patrolling can be very expensive. For patrolling, the Borough would be divided into districts and done methodically. Establishing a priority list with the biggest issues Council would like tackled would be very helpful. If he needs to site every violation it will take an absorbent amount of time, which becomes costly to the Borough. He must follow the Property Maintenance Code and the Property Maintenance Code is extremely inclusive. But having a check list of the top priorities would give direction to them and can be updated at any time if more or less is needed. The list would guide them to be consistent to what expectations the Council has. Costs for patrolling and office time for the violations was discussed. Manager McKenna asked how do we find the balance between the two. Marty Sowers stated it is a balance, and it is a team effort between them and the Borough. Concerns can be sent to them at any time not just when a complaint is received.

A Rental Property Inspection Program was discussed. Park W. Haverstick, II asked how does the program work in other municipalities. Marty Sowers stated the Borough would be broken into zones and it would be a three-year cycle. A typical inspection will take about a half hour. On average, fifteen

to twenty a day can be done. If there are major issues, that inspection will take longer. Chairman Haverstick, II asked what or how do they know what to look for when inspecting. Marty Sowers stated some municipalities their ordinance states to follow the Property Maintenance Code, others may give specific lists of items, and of course, any health violations. Chairman Haverstick, II stated the basic goal is to first know how many rental properties are out there, and make sure a place is safe and livable. Registration fees, annual fees, and costs were discussed.

Keith Heigel discussed the SALDO (Subdivision and Land Development Ordinance). Light-Heigel has provided a quote to do a SALDO and Stormwater Ordinance for the Borough. Since the Borough moved away from Lebanon County these Ordinances need to be created based on just the Borough and not the County. He reviewed the proposal. The Stormwater Ordinance is more complicated. There are fees and resolutions that need to be talked through and are compliant with the MS-4 Plan.

Old Business:

Manager McKenna was in contact with Labor Law Attorney Joe Rudolf. They discussed the restarting of a police force. During their discussion, they talked about that Councils first priority was a regional force and second was to contract with an established force that has the resources to provide us with a high level of police services. Northern Lancaster Regional Force was brought up and they could be an option to consider. Regional Departments are created to contract out services. They currently have three charter members, Warrick Township, Penn Township, and Clay Township. Recently they took on East Petersburg Borough for services, they are not a charter member yet, but just purchase services right now. Joe Rudolf put Manager McKenna in touch with Northern Lancaster Police Chief, David Steffen. They are interested in pursuing contracting police service to the Borough. The Borough Manager went to visit and gave an overview of his meeting with Northern Lancaster County Regional Police Department. He provided a copy of their monthly report, agenda, minutes, and financial report. The next step if Council is interested in pursuing this is for him to attend their monthly managers meeting on Thursday, October 1, 2020 at 10:00 a.m. Then if there is a group of Councilmembers, the Mayor, the Council President and the Public Safety Committee Chairman may want to attend the Commission Meeting on Thursday, October 8, 2020. The Manager believes this is an option worth exploring.

The Chairman asked if there were any additional comments for the good of the committee. Seeing none, he asked for a motion to adjourn.

Ronald L. Ream moved, and Dana Reich seconded to adjourn the meeting. Motion unanimously carried.

The meeting was adjourned at 7:33 p.m.

Respectfully Submitted,

Jennifer Blatt,
Administrative Assistant

Parks & Recreation and Public Relations Committee

A meeting of the Myerstown Borough Council Parks & Recreation and Public Relations Committee was held on Wednesday, September 23, 2020 at 7:30 p.m. in the Council Room of the Myerstown Community Center, Council President Pro Tem Dana Reich being in the Chair and the Secretary being present.

Present were: Council President Pro Tem Dana Reich, Council Members Jeffrey L. Thomas and Stacey A. Hackman, Mayor Gloria R. Ebling, and Manager Michael R. McKenna.

The Chair opened the meeting at 7:37 p.m.

Stacey A. Hackman moved and Jeffrey L. Thomas seconded to approve the minutes of the meeting held on August 26, 2020. Motion carried.

Amber Leedom was in attendance with her mother to propose a project she would like to do for her Girl Scout Gold Award. The project involves having "Hometown Hero" banners printed, with local veterans pictured on them, and hung from the utility poles along Main Avenue. Ms. Leedom explained that she would fundraise to cover the cost of the banners. She would like to have the project completed by Memorial Day of 2021. Stacey A. Hackman moved and Jeffrey L. Thomas seconded to recommend that Borough Council approve the "Hometown Hero" Banner project as proposed by Amber Leedom. Motion carried.

Holly G. Dolan, Director of Education and Outreach at the Lebanon Family Health Services, was in attendance to give a presentation on the "Young Lungs at Play" initiative. She explained that this is an initiative of the Pennsylvania Department of Health which aims to help communities create tobacco-free parks, playgrounds, and recreational areas for children through the use of tobacco-free policies and signs. So far, 11 communities in Lebanon County have signed on to participate in the program. Stacey A. Hackman moved and Jeffrey L. Thomas seconded to recommend that Borough Council authorize the Borough's participation in the "Young Lungs at Play" initiative through the Lebanon Family Health Services. Motion carried.

A request was submitted by Jeanette Castillo of the Tri-County Worship Center in Bethel, PA for the Borough to donate the playground equipment on the Myerstown Community Center property to them. Manager McKenna explained that Council had already approved for New Beginnings Charis Church to receive the equipment, but that they have not yet picked it up. Stacey A. Hackman said she would follow up to determine if they were still interested in the equipment.

Stacey A. Hackman moved and Jeffrey L. Thomas seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

Michael R. McKenna, MPA
Borough Manager/Secretary

Public Works & Utilities Committee

A meeting of the Myerstown Borough Council Public Works & Utilities Committee was held on Wednesday, September 23, 2020 at 7:30 p.m. in Room 3 of the Myerstown Community Center, Councilmember Ronald L. Ream being in the Chair and the Secretary being present.

Present were: Committee Chairman Ronald L. Ream, Vice President Park W. Haverstick, II, Committee Member Dane W. Bicher, Public Works Supervisor David C. Fake, Assistant Manager Barry A. Ludwig, and Administrative Assistant Jennifer Blatt.

The Chair opened the meeting at 7:37 p.m.

There were no citizen(s)–visitor(s) in attendance.

Park W. Haverstick, II moved, and Dane W. Bicher seconded, to dispense with the reading of and approve the minutes of the previous months' meeting held on August 26, 2020. Motion unanimously carried.

Presentation:

David C. Fake provided an update on the Public Works Department. Placed a Handicap Space at 119 S. Cherry Street; Main Avenue and Railroad Street Project is 90% complete; the bucket truck upgrade is complete; MB-2 upgrade is completed; MS-4 Outfall Inspections are done; removed the pine tree at the park for the sewer relocation project; the inspection of the fire extinguishers at the Borough building was done; trimmed trees at North Legion field and in the park area; and gave a tour of the pool area to Heidelberg Township; the pole building project has been advertised and is out for bid.

David C. Fake discussed some concerns. He asked where the Borough is on police services. The former police car/code enforcement car may need tires and will need to be inspected. The committee would like him to have it inspected; He stated yard sale signs are being placed in the Borough, but they are never removed after the date. Dane W. Bicher asked what is the Utility Company policy on sign placement on their poles; A newsletter was discussed. Years ago, a newsletter was done; He asked if some upgrades/improvements for the ballfields, buildings, and concession could be budgeted for next year. Ronald L. Ream stated that would have to be discussed with the Parks and Recreation Committee; Lastly, the pavilions are in bad shape. They are being trashed. They clean them up and remove the graffiti every day. Assistant Manager Barry A. Ludwig stated they met with Choice Communications for a quote for cameras in the park area. Removing the picnic tables for the winter season was discussed; Complaints have been received regarding the metal cut outs being placed in the medium strip on State Route 422 by Building 112 Market. Administrative Assistant Jennifer Blatt stated a complaint was written up and given to the Code Enforcement Officer.

Barry A. Ludwig provided an update on the Wastewater Department. The sewer relocation on State Route 501 is in full swing; There is a mechanical issue with the centrifuge and it will need repairs; SLH Excavating will be doing some work; We are close to having an executed Agreement with ELCO School District; Getting ready to start up the boiler in the Borough building; The Sewer Advisory Meeting is Monday, October 19, 2020.

Ronald L. Ream discussed concrete inspections. He would like David C. Fake and Barry A. Ludwig to stop and look at the concrete at 307 S. Broad Street. Chairman Ream asked if there is a post inspection. David C. Fake stated yes there is. Barry A. Ludwig stated this is the problem with us inspecting work

that is not ours. Is this something the Borough should get out of doing and have Light-Heigel do these inspections. Maybe better specs are needed. Barry A. Ludwig will talk to our engineer.

The Chairman asked if there were any additional comments for the good of the committee. Seeing none, he asked for a motion to adjourn.

Park W. Haverstick, II moved, and Dane W. Bicher seconded, to adjourn the meeting. Motion unanimously carried.

The meeting was adjourned at 8:28 p.m.

Respectfully Submitted,

Jennifer Blatt,
Administrative Assistant

Full Council Review

A meeting of the Myerstown Borough Council was held on Wednesday, September 23, 2020 at 8:30 p.m. in the Council Room of the Myerstown Community Center, Vice-President Park W. Haverstick, II being in the Chair and the Secretary being present.

The Chair opened the meeting at 8:38 p.m.

Present were: Vice-President Park W. Haverstick, II, Council President Pro Tem Dana Reich, Council Members Jeffrey L. Thomas, Ronald L. Ream, Stacey A. Hackman and Dane W. Bicher, Mayor Gloria R. Ebling, Assistant Manager Barry A. Ludwig, and Manager Michael R. McKenna. Absent was President Bryan L. Rittle.

Stacey A. Hackman moved and Dana Reich seconded to approve the meeting minutes of the previous meeting held on August 26, 2020. Motion carried.

Ronald L. Ream provided a report from the Public Safety & Planning Committee meeting held at 6:30 p.m. in Room 3.

Dana Reich provided a report from the Parks & Recreation and Public Relations Committee meeting held at 7:30 p.m. in the Council Room.

Ronald L. Ream moved and Stacey A. Hackman seconded to approve the "Hometown Hero" Banner project as proposed by Amber Leedom for her Girl Scout Gold Award project. Motion carried.

Dana Reich moved and Stacey A. Hackman seconded to authorize the Borough's participation in the "Young Lungs at Play" initiative through the Lebanon Family Health Services. Motion carried.

Ronald L. Ream provided a report from the Public Works & Utilities Committee meeting held at 7:30 p.m. in Room 3.

Jeffrey L. Thomas moved and Dana Reich seconded to disapprove any new requests for pavilion rentals for the rest of the 2020 calendar year. Motion carried.

Stacey A. Hackman moved and Dana Reich seconded to change the date of the annual Trick-or-Treat night from Saturday, October 31, 2020 to Thursday, October 29, 2020 from 6:00 p.m. to 8:00 p.m. in accordance with the recommendation from the Lebanon County Chiefs of Police Association. Motion carried.

Park W. Haverstick, II moved and Ronald L. Ream seconded to authorize the Borough Manager to attend the Pre-Commission Meeting of the Northern Lancaster County Regional Police Department on October 1, 2020, and authorize the Borough Manager and at most three Council Members to attend their Board of Commission Meeting on October 8, 2020 to explore the possibility of contracting police services with NLCRPD. Motion carried.

Ronald L. Ream moved and Dana Reich seconded to authorize the advertisement of an ordinance drafted by the Solicitor to regulate on-street parking reserved for persons with disabilities or severely disabled veterans. Motion carried.

Manager McKenna presented a request from the Lebanon County Elections Bureau to host a Jackson Township voting precinct at the Myerstown Community Center for the 2020 election. He explained that the normal polling location is StoneRidge Poplar Run Retirement Living, and due to the Covid-19 pandemic, they cannot use that location. Dane W. Bicher moved and Stacey A. Hackman seconded to authorize the use of the Myerstown Community Center as a voting precinct for the 2020 election on Tuesday, November 3, 2020. Motion carried.

The Chair asked if there were any additional comments for the good of the Borough. Seeing none, he asked for a motion to adjourn.

Dana Reich moved and Jeffrey L. Thomas seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 9:54 p.m.

Respectfully Submitted,

Michael R. McKenna, MPA
Borough Manager/Secretary